

# Florencia™

AT THE COLONY GOLF & BAY CLUB™

## **RULES FOR DECORATORS, CONTRACTORS AND SUB-CONTRACTORS**

1. The Unit Owner must pre-register with the Resident Manager by giving him the name, address, telephone number and fax number of the Unit Owner's representative who will be overseeing the work being done in the Unit whether it be the interior decorator, the general contractor or the Unit Owner.
2. Prior to commencing work, the Unit Owner's representative must submit to the Resident Manager, a list of names, addresses and telephone numbers of all sub-contractors who will be working in the Unit, together with a schedule for their work.
3. The Resident Manager will coordinate with the Unit Owner's representative for the issuance of temporary passes for access for decorators and contractors into The Colony at Pelican Landing, through the construction gate located off Coconut Road.
4. Work hours are Mondays through Fridays between the hours of 8:00 A.M. and 5:00 P.M. and Saturday between the hours of 8:00 A.M. and 12:00 P.M.
5. The contractor and all sub-contractors must have Type "B" licenses in Lee County and submit proof of same for the Resident Manager's file.
6. Prior to authorization for access, the contractors and all sub-contractors must produce from their insurance carrier a Certificate of Insurance of General Liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate, and provide proof of Worker's Compensation coverage for the Resident Manager's file.
7. All vehicles and persons will enter the Building only at locations approved by the Board. There they will be registered by access personnel, unless the Resident Manager makes other arrangements.

8. Workers will be allowed to unload their materials and equipment outside the garage northeast entrance. A passenger elevator will be designated for use as a service elevator for purposes of transporting materials.
9. After unloading, workers must park their vehicles in the designated outside service parking or other areas specified by the Resident Manager or garage access personnel.
10. Work preparations will NOT be allowed in the garage, i.e., mixing of paints, mud, grout, etc.
11. The trash chute is NOT to be used, nor is any trash to be left in Units or hallways. The Resident Manager or the garage access personnel will provide information on disposal of trash.
12. All trash and debris shall be hauled off by the workers on a daily basis unless a dumpster is specifically designated for their use.
13. Grout, paint, wall mud or any other material may NOT be poured down Building drains, sinks, toilets or bathtubs. Check with the Resident Manager or garage access personnel for location of cleaning area.
14. Sub-contractors are NOT to use carts owned by the Association (Supply your own).
15. Breaks and lunches, if taken inside the Building, should be confined to the Owner's Unit.
16. No radios will be allowed in the Building unless used with headphones.
17. Access to the individual Condominium Units must be coordinated through the Unit Owner, decorator or other designee.
18. Do not tamper with or hang extension cords from any of the sprinkler heads.

19. Unit smoke alarms are to be left in place. They are to be properly protected during the interior finish work which generates heavy airborne particles, i.e. sanding and painting.
20. Workers are not to wander around in areas other than the specific area or Unit to which they are assigned.
21. **FLOORING.** (see page 4 & 5)
22. Each Unit Owner is responsible for his decorator's, contractor's and sub-contractor's action and inactions while on the Condominium Property and in The Colony and in Pelican Landing. Decorators, contractors and sub-contractors are on the Condominium Property at their own risk and agree to indemnify and hold harmless the Condominium Association, the Community Association, the Foundation and WCI Communities, Inc. for any liability or damages which might arise in connection with their activities on the Condominium Property or in The Colony or in Pelican Landing.
23. Should a decorator, contractor or sub-contractor discover a defect in a Unit, they must notify the Resident Manager immediately so the defect may be verified and corrected prior to doing any work which might be impacted by the defect.
24. Smoking, while discouraged, will only be allowed in the individual Units with the Unit Owner's permission.
25. Please help us keep the building clean.

**Activities will be monitored during the day. Non-compliance may result in you or your firm being barred from the Building.**

**If you have any questions please contact the Building Manager.**

21. **FLOORING.** Each Unit owner who elects to install in any portion of his Unit hard surface flooring materials (i.e., tile, marble, wood) shall first be required to install an approved sound underlayment material and perimeter sound isolation material installed in accordance with the procedures as generally provided below. Each Unit Owner is required to submit for approval to the Board of Directors or its representative the proposed hard surface floor underlayment material. Written approval for the proposed materials is required prior to installation of hard surface flooring, and then the installed sound proofing must be inspected and approved prior to installation of the hard flooring. Installations procedures shall meet or exceed the following:

A. Isolation Barrier

1. At the perimeter of the entire floor, and the periphery of all protrusions to that floor, fiberglass board (6-15 pcf) not less than 3/8 of an inch (9.525 millimeters) thick, to minimize flanking, should be used within 1/4 inches (6.35 millimeters) of the finished surface.

2. Closed cell polyethylene foam (2.7 – 9 pcf) not less than 1/4 of an inch thick (6.35 millimeters) may also be used as the perimeter isolation barriers.

3. The fiberglass board or the polyethylene foam can be cut into strips and held in place with a few spots of acoustical sealant. If the strips are too tall, they can easily be trimmed within the 1/4 inch of the finished surface after the tile is grouted, therefore keeping any hard residue out of the perimeter grout joints.

B. After the tile is set and grouted, additional time should be spent to check the perimeter of the entire floor and the periphery for any protrusions that penetrate the floor. Should any of the hard material from the installation make contact between the tile or setting bed and the wall, or a penetrating protrusion, a large reduction in the sound rating will occur. After grouting, but before the edges are caulked, trim the polyethylene sheeting back to the top of the fiberglass or polyethylene foam edging.

C. A sealant is required at the perimeter of the entire floor, and the periphery of all protrusions to that floor.

1. This joint shall be 1/4 inch wide (6.35 millimeters) from the finished top of the tile. This joint must be filled with an elastomeric sealant or an acoustical sealant. Hard grout is unacceptable.

2. This caulking can be done before or after grouting as long as the hard grout is left out of the joint between the floor and the wall and around the periphery of any protrusion.

3. If USG acoustical sealant is used, the joint can be painted to conform with the color of the grout used in the field.

4. Dow-Corning and G.E. Silicone sealant comes in a variety of colors to harmonize with the color of the tile.

**Contractor's Registration Form**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Entity: \_\_\_\_\_ Corp.: \_\_\_\_\_ Other: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Service(s) to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated days required to complete work in residence, UNIT # \_\_\_\_\_ :  
From \_\_\_\_\_ to \_\_\_\_\_

Name(s) of Principal(s): \_\_\_\_\_

Experience of Principals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Banking Reference: \_\_\_\_\_

Insurance Company providing Workers Compensation and Liability Insurance:

\_\_\_\_\_  
\_\_\_\_\_

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As stated in the Rules and Regulations, all Decorators, Contractors and Sub-Contractors must submit:

- Lee County Occupational Business License
- Insurance Certificate (Unit specific)
- Workers Compensation Certificate or Exemption Certificate

**Note:** If all items are not received, there will be a delay of work until they are all received in the Florencia office.

# Florencia<sup>SM</sup>

AT THE COLONY GOLF & BAY CLUB<sup>SM</sup>

I understand that while doing any work in the unit we are responsible to properly cover any/all of the smoke detectors to prevent a false alarm with the building fire alarm system. Not protecting the smoke detectors properly can/will result in the fire alarm system being activated which will cause the elevators to shut down and the Bonita Springs Fire Department coming out to the building to reset the system. Any False Alarm fees charged by the Fire Department will be passed on to the vendor.

**The first false alarm will result in a \$250-\$500 fine (depending on the fine from the Fire Department).**

**The second false alarm will result in a \$500 fine.**

**The third false alarm will result in being barred from the building.**

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Vendor Name

Date

**Owner** \_\_\_\_\_ **Unit** \_\_\_\_\_

**Sound Underlayment Material Approval**

\_\_\_\_\_ has been approved as the sound underlayment for installation, to be installed per the Florencia Flooring Specifications attached (see Flooring Specifications, Page 1).

\_\_\_\_\_  
Date Manager

**Installation Approval**

Approval has been granted to install \_\_\_\_\_ over the Sound Isolation Barrier in accordance with the Florencia Flooring Specifications attached (See Flooring Specifications, Page 1). Caulking has been installed as per Flooring Specifications, Page 1.

\_\_\_\_\_  
Date Manager

**Parameter Approval**

Parameter Isolation barrier caulk has been installed. Final approval has been given. Type Used: \_\_\_\_\_

\_\_\_\_\_  
Date Manager

**Balcony Flooring Approval**

Approval has been granted for installation of \_\_\_\_\_ on the balcony. Instructions and specifications have been given to flooring company.

\_\_\_\_\_  
Date Manager

# Florenxia™

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23850 Via Italia Circle • Bonita Springs, FL 34134

## Service Elevator Dimensions

### Interior:

75" deep x 80" wide x 108" high

### Door Opening:

42" wide x 96" high